

**Alaska Traffic Records Coordinating Committee**

**MINUTES**

April 9, 2014

AST Conference Room, 5700 E. Tudor Road, Anchorage

1:30 am – 4:30 pm

Tele conf # 800-315-6338, meet me code 8532#

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**Attendance:**

- Marcia Howell, AIPC, Chair
- Helen Sharratt, ACS
- Bonnie Walters, DOT&PF
- Lt. Dave Hanson, DPS
- Linn McCabe, APD
- Ghulam Bham, UAA
- Michael Powell, ASAP

**On The Phone:**

- Matt Walker, DOT&PF

**Committee Members Absent:**

- Tiffany Thomas, DMV, Vice Chair
- Ambrosia Romig, ATR
- Quinn Sharkey, EMS

**Guests:**

- Lt. Rick Roberts, DPS
- Lee Buchhorn, DOT

**I. Internal Committee Business**

- A. Approval of meeting minutes from March 12, 2014.  
Helen moved to accept the minutes from March 12, 2014, Linn seconded, all were in favor and the motion passed.
- B. Section 408 Budget Spreadsheet.  
Bonnie did not get an update for this month. She will get it updated before the end of the month and have it posted on the website.

**II. Updates on Action Items from Previous Meetings**

- A. Bonnie, Helen and Marcia contacted the AHSO about match requirements. Their findings will be reported under Items for Discussion.
- B. Bonnie sent out the amended grant evaluation to the AHSO for posting on the grant website.

### III. Traffic Records Project Updates:

There were no project updates.

### IV. Items for Discussion

- A. **Process to appeal increase match requirements** – It turns out that the new rules about increasing the match for continuing projects is an AHSO requirement not a MAP21 or NHTSA requirement. A prospective grantee can write a letter to the AHSO requesting that the match not be increased for their grant if it is a continuation of a project from a previous year. A letter of support from the ATRCC and/or TraCS subcommittee can also be attached for back up. The AHSO will make the final determination on the amount of match required for a grant.
- B. **Travel update from NHTSA** – Marcia received an email from Greg Fredericksen in which he stated that travel was allowed when it would improve a traffic records system. Marcia will forward that email to the members for their information.
- C. **AHSO administrative assistance** – It appears that the AHSO will have a new Traffic Records Coordinator hired by the end of April. This person will take over the administrative duties of the committee so there should not be a need for committee members to fill in for these duties. Bonnie will request that Tammy send the traffic records grant applications to Marcia as soon as possible after the May 9<sup>th</sup> deadline. Marcia will then distribute the applications to the membership for evaluation.
- D. **APSIN ID** - Ambrosia was not present at the meeting but she met with Marcia and Bonnie earlier in the month to discuss her meeting with AST regarding the APSIN ID. She had a meeting with Kathy Monfreda and Capt. Jeff Laughlin regarding access to the APSIN ID in order to link the Trauma Registry data to the crash data. The crash form has an APSIN ID field on it and she would like to incorporate the APSIN ID into the Trauma Registry data. She was told that this would not be possible although a year ago when she met with Ms. Monfreda there didn't seem to be a problem with this project. She will need to schedule a meeting with Lt. Hanson when she returns and go over what it is that she is trying to do so that it can be determined whether or not to pursue this linkage.

### V. Other Short Business

- A. **NHTSA EMS Assessment:** Marcia reported that there is going to be a NHTSA EMS Assessment this summer. She will send Quinn an email asking if he would like ATRCC participation in this assessment.

### VI. Action Items as a Result of this Meeting

- A. Bonnie will send Tammy an email requesting that FFY15 traffic records grant applications are forwarded to Marcia.
- B. Marcia will forward the email regarding travel from Greg Fredericksen.
- C. Bonnie will get an updated 408 budget spreadsheet posted to the website.

- D. Marcia will send Quinn an email to see if he would like the ATRCC to participate in the NHTSA EMS assessment.
- E. The next meeting is **Wednesday, May 21, 2014 in the ABI Conference Room**, 5500 E. Tudor Road, Anchorage.

The meeting was adjourned at 2:45pm.

**Next meetings:**

- **May 21, 2014 (new date to accommodate the grant approval process) – Old Crime Lab Classroom, ABI Building**
- June 11, 2014
- July 9, 2014
- August 13, 2014
- September 10, 2014
- October 15, 2014 – Old Crime Lab Classroom, ABI Building
- November 12, 2014
- December 10, 2014

All meetings will be held in the AST Conference Room, 5700 E. Tudor Road, Anchorage, 1:30pm–4:30pm, unless otherwise stated